Role Description
Work, Health & Safety Coordinator

Cluster	Justice
Agency	NSW Police Force
Command/Business Unit	Various
Location	Various
Classification/Grade/Band	Clerk 7-8
ANZSCO Code	251312
PCAT Code	1224592
NSWPF Role Number	51228076
Date of Approval	29/09/2016
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has five function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Specialist Support provides an operational support function along with a range of specialised services. The fifth function line, Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

The Health and Safety Coordinator manages the Region WHS Portfolio and provides advice in resolving Work, Health and Safety (WHS) issues and works closely with commands/business units to champion the implementation and understanding safety systems and programs relating to WHS. They proactively identify trends and issues and implement or contribute to strategies to improve WHS compliance and strength safety culture.

Key accountabilities

- Provide expert advice on WHS issues, policies, programs and protocols of the legislative framework to internal stakeholders including commanders/managers, Work, Health and Safety Representatives (WHSRs) and Work, Health & Safety Committee members.
- Assist commanders/managers meet legislative WHS due diligence obligations.
- Conduct and provide assistance on safety and incident investigations, including advice on use of the electronic incident reporting and investigation process.
- Conduct and assist with safety related auditing to ensure compliance with legislation, policies and procedures relating to the organisation's safety management system.
- Generate reports on WHS trends and performance, identify areas for WHS improvement and promote risk management strategies relating to the NSWPF Safety Management System.
- Plan, develop and deliver presentation and training workshops, seminars and other forums on WHS.
- Develop and review Command/Business Unit WHS plans, procedures, programs, risk registers to ensure safety improvements across the region and contribute to the development of organisational plans, policies and procedures that support legislative and due diligence requirements for commanders/managers.
- Review performance standards and liaise with external authorities such as SafeWork NSW for benchmarking.

Key challenges

- Managing time and prioritising issues with a work volume that constantly varies in complexity and urgency.
- Operating in a sensitive environment and exercising discretion and confidentiality and work cooperatively with stakeholders to build and sustain solid and productive working relationships to strengthen safety culture.
- Maintain a sound knowledge and understanding of WHS legislation, policies and procedures and keeping abreast of changes and best practice in order to provide commanders/managers accurate advice to manage WHS issues.

Key relationships

Who	Why
Internal	
Commander/Manager	- Receive guidance and provide regular updates on key projects, issues, priorities and business objectives - Provide advice, discuss future direction and contribute to decision making - Identify emerging issues/risks and their implications and propose solutions - Monitor and improve WHS communication through teamwork and compliance - Escalate sensitive issues
Work Team	- Support team and work collaboratively to contribute to delivery of business outcomes - Participate in meetings to represent work group perspective and share information - Facilitate meetings to resolve WHS compliance and due diligence - Information exchange

Who	Why
Clients and Customers	• Resolve issues if possible and escalate where necessary • Provides expert advice relating to WHS to enable outcomes/resolutions and negotiates to ensure compliance with legislation & policies • Information exchange
External	
Stakeholders/Customers	• Resolve issues if possible and escalate where necessary • Information exchange

Role dimensions

Decision making

Health & Safety Coordinators have some autonomy to make decisions and act independently concerning essential core risk management, safety and administrative duties of their role. The role is guided by established work practices, procedures and protocols. Priorities are established in discussion with the manager.

Reporting line

- Manager – Safety Operations – Senior Sergeant (Workforce Safety)
- Manager – HR - Inspector (Region)

Direct reports

- Nil

Budget/Expenditure

- Nil

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Qualifications in Work Health and Safety and/or risk management and/or SMS auditing or working knowledge of the Work, Health and Safety legislation, Standards and Codes of practice and understanding of Safety Management Systems
- Demonstrated capability to design and deliver training. At a minimum, a Certificate IV in Training and Assessment or willingness to obtain.
- Current NSW Drivers Licence with clear driving record (at least 6 months)
- Travel to various geographical locations across the state will be required to fulfil the responsibilities of this position.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	**Intermediate**
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	**Adept**
Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	Adept
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Personal Attributes Act with Integrity	Intermediate	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Influence and Negotiate	Adept	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

Version Control		
Version	**Summary of Changes**	**Date**
V1.0	Position Description translated into Role Description template	29.09.2016
V1.1	Agency Overview amended and added NSWPF role number	18.12.2017
V1.2	Minor amendments made to RD.	16.10.2018